

Appendix C

Security Access

DAP Security and Access

The security in DAP allows two different levels of access to the system. They are the MAP Discipline Assignor, and the MAP user. Only the MAP Discipline Assignor can assign user rights and access privileges, make assignments, and enter new applications

Table C-1 shows these access levels and which levels are required to perform various DAP functions. Initially, each lender office's users will need to be entered into the system in order to obtain access to DAP.

Table C-1. Access to DAP Functions

Function	MAP Discipline Assignor	MAP User
Create assignments across offices.	X	
Create assignments within office.	X	
Enter new applications.	X	
Can be assigned work tasks/ assignments.	X	X
Update work tasks assigned to self .	X	X
Update Tracking data.	X	
View sensitive financial information.	X*	X*

* The user is assigned to a specific discipline.

The following instructions apply only to the MAP Discipline Assignor in each lender office. No one else will have access to this function.

To enter users and access levels:

1. Log into DAP.
2. From the menu bar, select **File** and then **Security Maintenance**.

The **MAP Contractor Discipline Security** window (Figure C-1) displays. The DAP users in your office display on the window. For each user in your office, fields for First and Last Name, Discipline, and Lender ID display on this window.

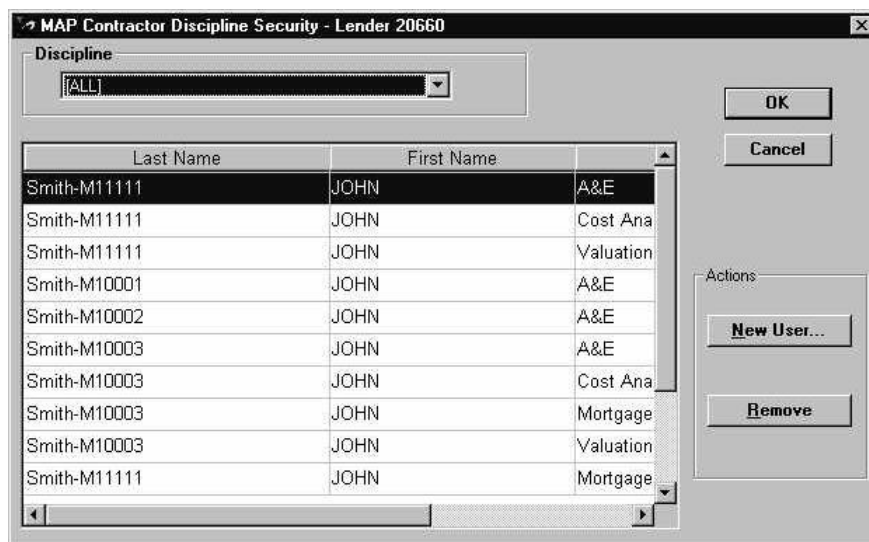


Figure C-1. MAP Contractor Discipline Security Window

- Click on **New User...**, and the **Select Contractor/Discipline** window (Figure C-2) displays.

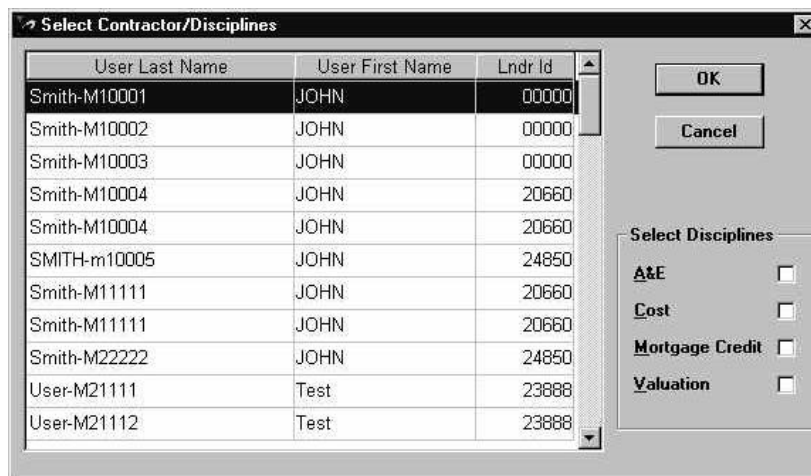


Figure C-2. Select Contractor/Discipline Window



Note: The user's FHA Connection ID will be their Login ID in the System Login field. This is the User ID that the user enters when accessing Shiva or VPN, and opening DAP.

- Click on the desired field and enter the requested data for the user you are adding.

OR

Select appropriate discipline designation for the user.

- Click on to save changes and close the window.

OR

Click on to close the window without saving changes.

The new user and corresponding access level are added to your office.

- Repeat steps 3-5 for each new user you want to add.

The MAP Discipline Assigner can delete users by removing them.

To remove a user:

- Open the **MAP Contractor Discipline Security** window (Figure C-1).
- Select the user you want to remove.
- Click on , and the **Removal Confirmation** window (Figure C-3) displays.

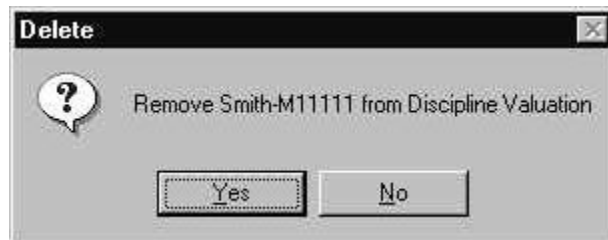


Figure C-3. Removal Confirmation Window

- Click on to remove the user.

OR

Click on to cancel removing the user.